



BUSHFIELD JOGGERS

SAFEGUARDING OF CHILDREN & VULNERABLE ADULTS POLICY

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Authorised by: Bushfield Joggers Committee

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Statement of Bushfield Joggers Children & Vulnerable Adults Safeguarding Policy

PART ONE

General Statement of Policy

1. General Policy

Bushfield Joggers are firmly committed to the belief that all children & vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child & vulnerable adults protection. The safety and protection of all children that Bushfield Joggers supports is paramount and has priority over all other interests, unless life is at imminent risk.

There are five main elements to the policy:

- Ensuring that the practices of safe recruitment in checking the suitability of volunteers to work with children & vulnerable adults;
- Raising awareness of child & vulnerable adults protection issues amongst all volunteers;
- Developing and implementing procedures for identifying and reporting cases or suspected cases, of child or adult abuse;
- Supporting the child or vulnerable adult who has been abused;
- Establishing a safe environment in which children & vulnerable adults can develop and grow, where they are able to talk and be listened to.

PART TWO

Definitions

2.1 Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

Child or Children

The Children Act 1989 defines a child as a person under eighteen, for most purposes.

Young Person

The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and a vulnerable adult (Adults at Risk) includes all people aged 18 and over subject to the criteria of the POVA Scheme.

2.2 Forms of abuse

The Children Act 1989 defines four types of abuse: physical, emotional, and sexual and neglect.

Physical Abuse

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

Emotional Abuse

Emotional abuse is continual emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:

Conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person;

Imposing developmentally inappropriate expectations;

Causing the child or vulnerable adult to feel frightened or in danger – e.g. witnessing domestic violence;

Exploitation or corruption of children, young people or vulnerable adults.

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Neglect

Neglect involves the persistent failure to meet basic physical and/or psychological needs, which is likely to result in serious impairment of the neglected person's health and development. It may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Staff should also be aware of other factors which influence these forms of abuse such as racial or homophobic abuse.

2.3 Status of Policy

This policy forms part of the Terms and Conditions of Employment and applies to all volunteers. Its purpose is to protect the personal safety of all children that are members of Bushfield Joggers. Resources and activities provided by Bushfield Joggers will actively promote awareness, good practice and sound procedures.

PART THREE

Procedures

3.1 Personnel/Recruitment

All volunteers involved in regulated or intensive contact with children as part of Bushfield Joggers will be subject to the Vetting and Barring procedures of the CRB procedures relative to sporting activities if and when they come into force.

All volunteers are required to have enhanced or standard criminal record checks (CRB).

3.2 Responsibilities

All volunteers working on behalf of Bushfield Joggers have a responsibility for the welfare of the children that they work with, in relation to the coaching responsibilities.

All volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the reporting procedures detailed in this policy.

Bushfield Joggers has a Designated Safeguarding Officer and a nominated deputy. The Designated Safeguarding Officer and Deputy Safeguarding Officer are responsible for child & vulnerable adults protection and the implementation of this policy. It is the responsibility of the Designated Safeguarding Officer to take appropriate action following any expression of concern and make referrals to the appropriate agency.

3.2.1 Designated Safeguarding Officer

Obtaining information from volunteers, children, parents or carers who have concerns relating to the protection of children or vulnerable adults and to record this information;
Assessing information quickly and carefully and asking for further information where appropriate;

Consulting with statutory child and vulnerable protection agencies e.g. the local social services department and police, to clarify doubts or worries;

Making referrals to Social Services, the Independent Safeguarding Authority or the police, without delay.

All volunteers will be made aware of the named Designated Safeguarding Officer and how to contact them. Contact details also appear in Part 12 of this policy. The Designated Safeguarding Officer has contact telephone numbers for the local Area Safeguarding Board and other statutory agencies.

3.3 Reporting Procedures: What to do if you suspect someone is being abused

All volunteers and others working in direct or indirect contact with vulnerable people as part of the organisation's activities or as part of the environment where the activities take place, must be alert to the signs of abuse. Anyone who suspects that abuse is taking place in this environment or to whom a child discloses issues relating to safeguarding should contact the Designated Safeguarding Officer immediately.

Any suspicion or allegation must be reported as soon as possible on the day of the occurrence to the Designated Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child or adult, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour or knowledge.

It is the responsibility of the Designated Safeguarding Officer to liaise with other relevant agencies where necessary and seek clarification from the Safeguarding and Protection Unit of the local Constabulary if there is any concern about the validity of any allegation.

Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be kept strictly confidential and stored securely following the Data Protection Procedures. All volunteers are instructed to report the disclosure or discovery of abuse or alleged abuse directly to the Designated Safeguarding Officer.

All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

3.4 Allegations against volunteers

When any form of complaint is made against a volunteer, it must be taken seriously and the complaint should initially be dealt with by the most senior volunteer on site at the time the complaint is made. The senior volunteer must report the complaint to the Designated Safeguarding Officer or nominated deputy immediately, giving details of the circumstances.

The Designated Safeguarding Officer or his/her nominated deputy will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

It is the responsibility of the Designated Safeguarding Officer or nominated deputy to make the decision as to whether to inform Social Services, NHS Community Mental Health Team (CMHT) and/or the Safeguarding Unit of the local Constabulary, depending on the nature of the allegation.

Bushfield Joggers will co-operate fully with the Police, Social Services, the NHS and all other parties involved.

The Designated Safeguarding Officer or nominated deputy will ensure that the Chair of Bushfield Joggers, or in his/her absence the Secretary or Treasurer, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The Designated Safeguarding Officer or nominated deputy will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

PART FOUR

Confidentiality

4. Confidentiality

All volunteers must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual volunteering for Bushfield Joggers, keep confidential any information that raises concerns about the safety and welfare of a child.

PART FIVE

Recruitment

5. Safe recruitment of volunteers

Bushfield Joggers undertakes to ensure that their volunteers are suitable to work with children. It also reserves the right to refuse to employ volunteers whom it has a reasonable belief may pose a risk to vulnerable people.

PART SIX

The Vetting and Barring Scheme

6. Vetting and Barring

The Safeguarding Vulnerable Groups Act 2006 places a duty on Bushfield Joggers to undertake an Enhanced Criminal Records Bureau Disclosure for all volunteers supervising or in intensive or frequent contact with children.

PART SEVEN

Independent Safeguarding Authority

7. Reporting cases to the Independent Safeguarding Authority

Bushfield Joggers has a statutory duty to make reports and provide relevant information to the Independent Safeguarding Authority (ISA) where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or may have committed misconduct. The responsibility for reporting cases to the ISA lies with the Designated Safeguarding Officer.

The Independent Safeguarding Authority make barring decisions for Section 142 of the Education Act (formally known as List 99), The Protection of Children Act List (PoCA) and the Protection of Vulnerable Adults List (PoVA). This has now been combined as part of the Vetting and Barring Procedures of the Independent Safeguarding Authority

PART EIGHT

Supporting Volunteers

8. Support for Volunteers

All volunteers who come into direct contact with children must be briefed on the subject of safeguarding. The Children and Vulnerable Adults Safeguarding Policy will be issued to all new staff as part of their induction.

PART NINE

Equal Opportunities

9. Equality of Opportunities

As part of the community served by Bushfield Joggers all children have the right to be safeguarded from harm and exploitation whatever their race, religion, gender, sexuality, age or disability. This policy relates to the Organisation's legal obligation to protect children who are suffering forms of abuse as defined in the Children Act 1989.

PART TEN

Operational Practices Policy

10.1 The use of cameras, videos, or camera mobile phones

Bushfield Joggers may take photographs of children and young people participating in activities and events. At all times written permission from parents will be obtained before photographs are taken.

10.2 Volunteer Ratios

The ratio of volunteers to children will one to ten for those aged 10 years or over as laid down by guidance issued under the Children Act (1989).

Outdoor adventure activities will always have a minimum of 2 appropriately trained adults, one of which must be an employee of Bushfield Joggers who will hold a First Aid at Work qualification.

10.3 Signing in and out

All children attending a Bushfield Joggers organised activity will be checked against a register.

PART ELEVEN

Special Needs

11. Special Needs Policy

All Bushfield Joggers volunteers are required to comply with the procedures contained within this policy.

11.1 Medication

11.1.1 Screening

Screening must take place prior to the commencement of activities and will complement Bushfield Joggers booking procedures. Screening will include illnesses, medication, health, emergency numbers and, in certain cases, special reference to asthma sufferers and inhalers and whether the child is able to administer their own medicines. Screening must include a medication sheet for children and vulnerable adults with individual medical requirements e.g. dosage, symptoms, times to be administered, Doctor's surgery numbers etc.

Bushfield Joggers is within its rights to turn away a child with a medical condition which a parent has neglected to inform Bushfield Joggers about during registration process.

11.1.2 Contagious illness

The screening form will indicate that Bushfield Joggers will not accept any child suffering from a contagious illness and they will be turned away.

11.1.3 Medicines

Volunteers will be responsible for the safekeeping of any medicines. Children will be given the option of leaving inhalers in safekeeping or in their bags. All medicines must be clearly marked with the child's name.

11.1.4 Illness

Should a child become ill during an activity Bushfield Joggers employees will request the parent or carer to collect the child at the earliest opportunity.

11.1.5 Dangers of the Sun

It will be Bushfield Joggers responsibility to inform parents/carers about the dangers of sunburn and to request that parents/carers provide children and vulnerable adults with suntan cream and appropriate headwear.

11.2 Unacceptable Behaviour

Bushfield Joggers expects a reasonable standard of behaviour from the children in its care and reserves the right to remove a vulnerable person from the activity. Where other children's safety and enjoyment are compromised by bad behaviour. Bushfield Joggers will have total discretion whether to remove the child or vulnerable adult from the activity. Where this has to be done then a full incident report will be required to be completed and kept on file.

PART TWELVE

Contacting the Designated Safeguarding Officer

12. The Designated Safeguarding Officer

Name: Paul Atherfold

Tel:07507443542

Deputy Designated Safeguarding Officer name:

Name: Chris Hopewell

Tel: 07730373857

All volunteers who are not the Designated Safeguarding Officer, but who are approached with concerns about a child or vulnerable adult, must bring the concerns raised to the attention of the Designated Safeguarding Officer, his/her deputy or their line manager immediately.

All volunteers to whom a vulnerable person discloses issues that may be related to safeguarding must keep written notes of concerns. The staff member must also complete an Incident Form immediately after the issues have been noted by them or reported to them.

PART THIRTEEN

Review of Policy

13. Review and Maintenance of Policy

Bushfield Joggers shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

All volunteers will receive training in child and vulnerable adult protection procedures and the training will be reviewed as and when required.